MEMORANDUM

TO: District Superintendents, Charter School Directors & HR

Directors

FROM: Sydnee Dickson, Director, Educator Quality and Licensing

RE: Level 1 License Extensions

DATE: February 12, 2008

Several of you have called concerning Level 1 educators who have three years of teaching experience; but have not passed the appropriate approved exam and, therefore, cannot be upgraded to the Level 2 license.

Since Administrative Rule R277-504-3-F does not allow their license to be renewed, a one year extension may be requested under R277-522-4-A(1) allowing them to complete the EYE requirements. R277-522-4-A(1) states,

"The school district may make a written request to the USOE Educator Licensing Section for a one year extension of the Level 1 license in order to provide time for the educator to satisfy entry years enhancements."

This request for an extension should be accompanied by a \$25 fee for processing.

If you have any questions concerning these rules, please contact the licensing staff at 538-7740.